



MeTL Group is Tanzania's largest homegrown company with Revenues of more than \$1.5 billion, employing more than 24,000 people and with a presence in 12 countries in Africa.



As one of the largest manufactureres and assemblers of bicycles, motorized 3-Wheelers and motorcycles in East Africa, MeTL Group's Bajaj is a regional success. MeTL Bajaj has an excellent reputation that allows our quality products to strongly compete with cheap Indian and Chinese imports within Tanzania and in the neighbouring markets.

METL BAJAJ is looking for individuals to fill the following vacancies:

1. JOB TITLE: Spares Coordinator (2-Wheeler / 3-Wheeler)

Location: **Dar es Salaam, Tanzani**

Company: **MeTL BAJAJ**

Type: **Full Time/Permanent**

Career Level: **Mid-Career Professional**

Positions: **2**

Experience: **3 - 5 Years**

Education: **Certificate**

Profession: **Technical / Vocational Trade (Mechanic / Electronic / Plumbing / etc)**

Remuneration (Net): **TZS**

Apply Before: April 15 2022

Job Description

- To submit a daily activity report to the reporting officer.
- To take care of all CBU and CKD stocks which is loaded in the truck.
- Truck tracking and fuel tracking sheet should be maintained regularly
- To check the goods at the time of loading.
- To confirm the dealer's availability before going to any dealer.
- To submit proper documentation (signed and stamped) to the reporting authority post-delivery.
- Collect all promotional item according to the invoice.
- Monitor spare parts stock movement.
- Spares Inventory Control and stock auditing.
- Supervise Workshop operation.
- Technical report generation.
- Overseeing local staff in service and spare parts.
- Perform other duties assigned by the reporting officer.
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Skills Required

- **Spreadsheets (e.g. Excel, Google Sheets, etc)**

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2. JOB TITLE: Technician (2-Wheeler / 3-Wheeler)

Location: **Dar es Salaam, Tanzania**

Company: **MeTL BAJAJ**

Type: **Contract (Fixed Term)**

Career Level: **Mid-Career Professional**

Positions: **3**

Experience: **3 - 5 Years**

Education: **Certificate**

Profession: **Technical / Vocational Trade (Mechanic / Electronic / Plumbing / etc)**

Remuneration (Net): **TZS**

Apply Before: April 11 2022

Job Description

- Verifies vehicle serviceability by conducting test drive; adjusting controls and systems.
- Complies with state vehicle requirements by testing engine safety and contribution control standards.
- Maintains vehicle appearance by cleaning, washing, and painting.
- Maintains vehicle records by recording service and repairs.
- Keeps shop equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, calling for repairs.
- Contains costs by using a warranty, evaluating service and part options.
- Keeps supplies ready by inventorying stock, placing orders, verifying receipt.
- Updates job knowledge by participating in educational opportunities, reading technical publications.
- Accomplishes maintenance and organization mission by completing related results as needed.
- Any other task assigned by the reporting officer.

Skills Required

- Spreadsheets (e.g. Excel, Google Sheets, etc)

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MeTL Group's transport and logistics company, Glenrich Transportation, has been crucial to the growth of MeTL Group by providing a cost-effective means of meeting the organization's transportation needs, within Tanzania and beyond.

Glenrich Transportation is looking for individuals to fill the following vacancies:

1. JOB TITLE: Operations Incharge

Job Detail

Location: **Dar es Salaam, Tanzania**

Company: **GLENRICH TRANSPORTATION CO. LTD**

Type: **Contract (Fixed Term)**

Career Level: **Mid-Career Professional**

Positions: **3**

Experience: **5 - 10 Years**

Education: **Diploma**

Profession: **Transport / Logistics**

Remuneration (Net): **TZS**

Apply Before: **April 18 2022**

Job Description

- To supervise and ensure proper running, maintenance and utilization of trucks.
- To ensure proper loading pattern of sales trucks so that all categories and SKUs are loaded by salespersons, especially focus items.
- Supervising efficient offloading and storage of goods received and minimizing damages during receiving, offloading, and storage.
- Placing orders for goods with Associate Units/ Outside suppliers (if any) with correct prices, monitoring receipt of goods against the same and pending orders. In case of goods received short or in damaged conditioned the supplier should be informed and necessary action should be taken.
- Scrutinizing purchase invoices for price/ quantity and supervising updating of GRNs in the system.
- Control of Operational expenses, ensuring that these are reasonable, within budget and recorded properly in the system with evidence/support.
- Monitoring performance of sales persons and sales supervisors against targets, and taking steps to increase sales.
- When sales trucks return, to monitor that unsold stocks are counted & reconciled with the sales and collection. If some goods are returning unsold repeatedly, to discuss with sales persons, supervisors and find a solution.
- To monitor that accounting entries are being updated properly in a timely manner in the system.
- To monitor purchase prices, storage and usage of spares for vehicles which are being maintained in the premises.

Skills Required

- **Spreadsheets (e.g. Excel, Google Sheets, etc)**
- **Word Processing and Desktop Publishing Tools (MS Office, Google Docs, etc)**

APPLICATION INSTRUCTIONS: [CLICK HERE TO APPLY](#)

2. JOB TITLE: Workshop Supervisor

Location: **Dar es Salaam, Tanzania**

Company: **GLENRICH TRANSPORTATION CO. LTD**

Type: **Contract (Fixed Term)**

Career Level: **Mid-Career Professional**

Positions: **2**

Experience: **5 - 10 Years**

Education: **Diploma**

Profession: **Technical / Vocational Trade (Mechanic / Electronic / Plumbing / etc)**

Remuneration (Net): **TZS**

Apply Before: April 25 2022

Job Description

- Supervise and coordinate activities of assigned personnel.
- Assign, supervise and participate in major and minor mechanical repairs on trucks and trailers.
- Determine priority of work orders and their assignment to personnel.
- Plan, organize and schedule workflow of employees as assigned.
- Advice and assist assigned personnel.
- Assure timely completion of work.
- Maintain records and reports if necessary.
- Initiate requisition of spares and materials and get approval from Workshop Manager.
- Monitor tools, equipment, maintenance, and safety practices.
- Assist and give instructions to drivers for on-road breakdowns.
- Establish and implement prudent workshop safety policies and procedures.
- Perform other duties as assigned by Workshop Manager.

Skills Required

- **Spreadsheets (e.g. Excel, Google Sheets, etc)**

APPLICATION INSTRUCTIONS: [CLICK HERE TO APPLY](#)

3. JOB TITLE: **Trailer Mechanic**

Location: **Dar es Salaam, Tanzania**

Company: **GLENRICH TRANSPORTATION CO. LTD**

Type: **Contract (Fixed Term)**

Career Level: **Mid-Career Professional**

Positions: **4**

Experience: **5 - 10 Years**

Education: **Certificate**

Profession: **Technical / Vocational Trade (Mechanic / Electronic / Plumbing / etc)**

Remuneration (Net): **TZS**

Apply Before: April 22 2022

Job Description

- Check the job card and diagnosis the issues.
- Inspecting, troubleshooting, and repairing trailer system and components.
- Performing preventive maintenance measures on trailers.
- Maintaining hubs and axles and adjusting or replacing them when required.
- Troubleshoot reported problems and resolve them in a timely manner.
- Inspecting, servicing, and replacing trailer parts like bushes, bearings, brake shoes, springs, etc.
- Clean and apply lubricants to needed surfaces and areas.
- Use the correct tools for each work.
- Any other task assigned by the reporting officer.

Skills Required

- **Spreadsheets (e.g. Excel, Google Sheets, etc)**

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4. JOB TITLE: **Cashier / Accountant**

Location: **Dar es Salaam, Tanzania**

Company: **GLENRICH TRANSPORTATION CO. LTD**

Type: **Contract (Fixed Term)**

Career Level: **Mid-Career Professional**

Positions: **1**

Experience: **3 - 5 Years**

Education: **Diploma**

Profession: **Accounting / Finance / Taxation / Auditing**

Remuneration (Net): **TZS**

Apply Before: April 29 2022

Job Description

- To do all the Cashier related data entries, Physical Stock Verification, coordination with depots for daily sales and expenses data, Cross verification of all accounts for outstanding limit and cash payments.
- Posting of sales Entries in System.
- Following with all the Depot reports.
- Bank Reconciliation.
- Posting all the expenses entries in the system.
- Physical Stock Verification Every End of the Month.
- Record Maintenance.
- Analysis of Sales & preparation of the outstanding report.

- Maintaining and keeping track of all the Z reports.
- Any other task assigned by the reporting officer.

Skills Required

- Spreadsheets (e.g. Excel, Google Sheets, etc)

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MeTL Group is a leading economic force in Tanzania with major investments and successful operating companies in key business sectors. The Group employs more than 24,000 people across the country, in areas as diverse as trading, agriculture, manufacturing, energy and petroleum, financial services, mobile telephony, infrastructure and real estate, transport, logistics and distribution.

METL GROUP is looking for individuals to fill the following vacancies:

1. JOB TITLE: Auditor

Location: **Dar es Salaam, Tanzania**

Company: **MOHAMMED ENTERPRISES TANZANIA LTD**

Type: **Contract (Fixed Term)**

Career Level: **Mid-Career Professional**

Positions: **4**

Experience: **1 - 3 Years**

Education: **Diploma**

Profession: **Accounting / Finance / Taxation / Auditing**

Remuneration (Net): **TZS**

Apply Before: May 09 2022

Job Description

- Respect of the Golden rules and all the HSE rules and standards of the company by all the staff, contractors, customers.
- Drafting the Internal Audit Charter of the Internal Audit function in line with the international standards.
- Developing risk-based Annual Audit plans detailing the scope, nature, and timing of audit missions.
- Applying a risk-based approach to review the systems and controls of Total Tanzania through the development of an annual program of audit review work.
- Advising Management on the resourcing requirements for the Internal Audit Function, including any potential outsourcing arrangements.
- Identifying key areas of risk within the organization and proposing appropriate controls to mitigate the risks.
- Reviewing the accuracy, timeliness, and relevance of financial information and other disclosures provided to management.
- Discussing Audit findings and recommendations with line managers and reporting significant issues to Senior Management.
- Coordinating optimization of the company reference documents and standards.
- Preparing Audit Reports in line with the approved Audit Plan.
- Assisting the development of an internal control culture, including training to staff.

- Managing profiles in order to identify, control, reduce and report the level of Segregation of Duties (SoD).
- Follow up on Subsidiary Assistance, Group and External Auditor's recommendations for the review of management.
- Annual reporting of Entity Level Controls.
- Coordination and monitoring of the subsidiary's internal control framework and internal control audits.
- Conducting ad-hoc investigations and reviews as requested by Senior Management.
- Any other task(s) assigned by the reporting officer.

Skills Required

- **Communication Tools (e.g. Skype, Zoom, Microsoft Teams, etc)**
- **Spreadsheets (e.g. Excel, Google Sheets, etc)**
- **Word Processing and Desktop Publishing Tools (MS Office, Google Docs, etc)**

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2. JOB TITLE: Health, Safety and Environment (HSE) Officer

Location: **Dar es Salaam, Tanzania**

Company: **MOHAMMED ENTERPRISES TANZANIA LTD**

Type: **Contract (Fixed Term)**

Career Level: **Mid-Career Professional**

Positions: **4**

Experience: **3 - 5 Years**

Education: **Diploma**

Profession: **Environmental / Occupational Health and Hygiene**

Remuneration (Net): **TZS**

Apply Before: April 29 2022

Job Description

- Manage the workplace as per legal and Health, Safety, and Environment standards.
- Manage expiring stock (Esp. Fire Extinguishers).
- Perform PPE requirement analysis and place timely orders.
- Identify requirements for government compliance certification.
- Ensure that all HSE related payments are approved and duly paid as requested by the Group HSE officer.
- Manage project construction as per HSE Standards.
- Assist in implementing the HSE future requirements in the construction phase.
- Coordinate with Company & Group Head Office regarding updates.
- Ensure regular Health & Safety Committee Meetings.
- Maintain Safety Files.
- Send monthly HSE Reports as per the format provided.
- Perform Other HSE related activities as required and instructed by your supervisors.

Skills Required

- **Spreadsheets (e.g. Excel, Google Sheets, etc)**
- **Word Processing and Desktop Publishing Tools (MS Office, Google Docs, etc)**
- **Presentation Tools (e.g. Google Slides, Power Point, etc)**

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MeTL Group subsidiary A-One Products and Bottlers, the group's 3rd largest factory, is Tanzania's leading producer of drinking water and flavoured drinks. The factory also produces a wide range of plastic containers and packing materials.

METL A-One Products and Bottlers is looking for individuals to fill the following vacancies:

1. JOB TITLE: Sales Executive

Location: **Dar es Salaam, Tanzania**

Company: **A-ONE PRODUCTS AND BOTTLERS LTD**

Type: **Contract (Fixed Term)**

Career Level: **Mid-Career Professional**

Positions: **3**

Experience: **5 - 10 Years**

Education: **Diploma**

Profession: **Sales / Marketing / Distribution**

Remuneration (Net): **TZS**

Apply Before: April 29 2022

Job Description

- Promote and sell the company's products and services.

- Understand customer needs, provide good quality service, and measure customer satisfaction.
- Show, promote, and sell including marketing strategy, product demonstration, sales techniques, and sales control systems.
- Acquire and update knowledge of employer's and competitors' goods and services, and market conditions.
- Use directories and other sources to compile lists of prospective business clients.
- Visit clients and retail outlets to establish selling opportunities.
- Quote prices record orders and arrange deliveries.
- Follow up with clients and ensure satisfaction with goods and services and resolve any problems.
- Monitor clients' changing needs and competitor activity and report on these developments to sales and marketing management.
- Prepare sales reports.
- Maintain and submit records of business expenses incurred.
- Any other task given by the reporting officer.

Skills Required

- **Spreadsheets (e.g. Excel, Google Sheets, etc)**
- **Word Processing and Desktop Publishing Tools (MS Office, Google Docs, etc)**

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Located in Morogoro, 200km west of Dar es Salaam, 21st Century Textiles is the largest employer in Tanzania's textile sector. 21st Century Textiles is also MeTL Group's anchor textile company. Acquired by MeTL Group in 1998, from the then Morogoro Polyester Textiles Ltd, the plant has undergone intensive modernization and expansion. Between 2006 and 2010, considerable investment was made to upgrade all three areas of activity—spinning for the production of yarn, weaving for the production of heavy and light fabrics and processing for the production of printed traditional dress material.

MeTL 21st Century Textiles is looking for individuals to fill the following vacancies:

1. JOB TITLE: Human Resource Officer (HRO)

Location: **Morogoro, Tanzania**

Company: **21ST CENTURY TEXTILES LTD**

Type: **Contract (Fixed Term)**

Career Level: **Mid-Career Professional**

Positions: **1**

Experience: **1 - 3 Years**

Education: **Diploma**

Profession: **Human Resources**

Remuneration (Net): **TZS**

Apply Before: April 29 2022

Job Description

- Keep records of daily attendance.
- Maintain monthly Payroll and leave tracker.
- Assist in monthly compliance-related issues.
- Maintain Probation appraisal records.
- Organization development and its planning.
- Keep records of contract expiry and its renewals.
- Attend disciplinary meetings.
- Employee relations/conflict management and resolution.
- Compensation and benefits administration.
- P-File management and maintenance of terminal dues.
- Perform other duties as assigned by the reporting officer.

Skills Required

- **Spreadsheets (e.g. Excel, Google Sheets, etc)**
- **Word Processing and Desktop Publishing Tools (MS Office, Google Docs, etc)**
- **Presentation Tools (e.g. Google Slides, Power Point, etc)**

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